



DEPARTMENT OF THE NAVY  
NAVAL ACQUISITION CAREER MANAGEMENT CENTER  
S450 CARLISLE PIKE  
Po Box 2023  
MECHANICSBURG PA 170550784

IN REPLY REFER TO:  
13 DEC95

MEMORANDUM FOR ACQUISITION INTERNS IN THE CONTRACTING CAREER FIELD

Subj: DON ACQUISITION INTERN MASTER DEVELOPMENT PLAN (MDP) FOR THE CONTRACTING CAREER FIELD

Ref: (a) ASN(RDA)ABM ltr of 18 OCT 1995  
(b) SECNAVINST 5300.36  
(c) ASN(RDA)(DACM) memorandum of 17 April 1995

Encl: (1) Subject MDP  
(2) Description of MDP Elements  
(3) Command Representative Listing

Reference (a) established the components of a revised Master Development Plan (MDP) for DON Acquisition Interns in contracting, as required by references (b) and (c). The revisions bring the Contracting Master Development Plan (of 1978 vintage) into conformance with a standardized DON Acquisition Intern Program (AIP) format. The MDP in its entirety (enclosure (1)) incorporates several new elements of professional development and reflects an "up to the moment" level of currency in listing **competencies** for this career field. Enclosure (2) should be used in conjunction with the MDP as it describes in detail each element of the developmental plan, e.g., **competencies** and levels of proficiency; rotational assignments; senior project; education; funding; etc.

All interns are required to submit a revised Individual Development Plan (IDP) using the format provided in enclosure (1). Completion of all requirements reflected in the MDP is mandatory for interns entering the Program on/after 1 April 1995 and is strongly recommended (to the extent practicable) for all other interns (Career Counselors may enter N/A beside requirements for which there is insufficient time for the intern to meet). Approval adjustments to your IDP become mandatory for successful completion of the AIP and must be scheduled and completed prior to your graduation date.

The MDP format is designed to permit direct individualization to an IDP, tracking of your progress towards meeting the requirements, and identification of associated costs. For ease of use, it is available on floppy disk, upon request to the NACMC, in WordPerfect 5.1+ format (using tables) or in an ASCII file format; or you may retype it into any software used by your command.

In taking the following steps, you will be able to identify rotational assignments with the **competencies** to be learned at each location; identify an annual training plan with associated costs; and demonstrate progress/status of training and education:

1, In consultation with your career counselor, identify on enclosure (1) the level of proficiency achieved for those **competencies** and requirements which have been met, and the level required for remaining **competencies**. Enclosure (1) identifies the mandatory minimum level of

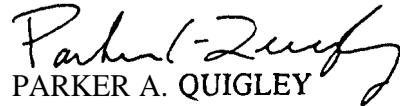
proficiency which must be **attained** at Acquisition Workforce Level I (prior to promotion to GS-9) and at Level 11 (prior to graduation from the **AIP**). Your command or host activity may require a higher level of proficiency for **competencies** that will be critical to your ability to perform at the specific target position and/or command, and may identify activity or command-specific **competencies** in addition to the Navy-wide **competencies** provided on the MDP.

2. Identify the training source/location and date for each competency; e.g., if the training source will be a formal **class**, name the course; similarly, if the source is on-the-job training, name the agency and organizational code or department name where the competency will be met.

3. Identify estimated associated costs, and the anticipated source of funding, i.e., command or **NACMC**. (Refer to enclosure (2).)

Once you and your career counselor concur with the new IDP, the proposed revision should be forwarded to the Command Representative (identified in enclosure (3)) for command approval of the plan, analysis of the financial requirements, and coordination of Senior Projects and outside rotational assignments with **ASN(RDA)ABM**. Plans must be submitted to your Command Representative by 5 January 1996.

Command Representatives are to forward command-approved development plans, via **ASN(RDA)ABM**, to the **NACMC** (for review and concurrence) not later than 31 January 1996. Questions and concerns should be addressed to your Career Counselor for discussion with me ((717)790-3785), or Sandra McCaw, the DON **AIP** Administrator ((717) 790-2887).

  
PARKER A. QUIGLEY

Distribution:  
Contracting Interns

copy to:  
DACM  
Contracting Career Counselors  
Command Representatives  
Chairman, DON Contracting Career Management Board

**DON ACQUISITION INTERN PROGRAM  
INDIVIDUAL DEVELOPMENT PLAN  
FOR CONTRACTING INTERNS**

**NAME:** \_\_\_\_\_ **COMMAND:** \_\_\_\_\_ **HOST ACTIVITY:** \_\_\_\_\_

**APPOINTMENT DATE:** \_\_\_\_\_

**GRADUATION DATE:** \_\_\_\_\_

**ELIG GS-9 DATE:** \_\_\_\_\_

**ELIG GS-11 DATE:** \_\_\_\_\_

**CAREER TRACK (check one)**

\_\_\_\_ **POST-AWARD**

\_\_\_\_ **PRE-AWARD**

\_\_\_\_ **CONSTR/FAC**

**Signatures below signify agreement to the attached Individual Development Plan.**

**INTERN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CAREER COUNSELOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COMMAND REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ASN(RDA)ABM:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ADMINISTRATOR DON AIP:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACQUISITION INTERN DEVELOPMENT PLAN  
CONTRACTING CAREER FIELD**

COMPETENCY DESCRIPTION (Skill/knowledge/ability or experience)	Level I		Level II		TRAINING METHODS				SPECIFIC SOURCE	SPENDING PLAN		
	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project	(Course title, or Agency & Dept. name or code)	Dates	Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)						Cost	Cost
<b><u>I. ORIENTATION</u></b>												
A. New Employee Orientation to Activity	i											
B. Acquisition Workforce Program Orientation	i											
C. Security Briefing (initial and annual)	i		i									
D. Standards of Conduct (annual)	i		i									
E. Prevention of Sexual Harassment (annual)	i		i									
<b><u>II. FUNCTIONAL ENVIRONMENT</u></b>												
A. Understand roles/responsibilities of Executive, Legislative and Judicial branches of Federal Government			i									
B. Understand roles/responsibilities of DoD/Military Departments/Defense agencies			i									
C. Understand structure of Department of the Navy (with emphasis on roles/responsibilities of Marine Corps and Navy)	i		i									
D. Understand DoD/DoN acquisition structure			i									
E. Understand roles/responsibilities of host activity	i		ii									
<b><u>III. CONTRACTING MATERIAL</u></b>												
<b>A. CONTRACT PLANNING AND COORDINATION</b>												
1. Understand delegation of authority to contracting officer	i		iii									
2. Understand roles/responsibilities of acquisition team members (including DCAA, DCMC, etc.)	i		i									

1. Acquisition Level I = GS-5/7; Acquisition Level II = GS-9/11

2. Proficiency Level Key:

- i = Understanding/Awareness of impact
- ii = Perform w/assistance
- iii = Perform w/out assistance





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<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)						Cost	Cost
9. Understand information systems equipment and service			i									
10. Familiarity with DOD 5000.1 et al			i									
11. Perform or participate in:												
a. Writing/developing Acquisition Plan			ii									
b. Writing/developing source selection plan			ii									
c. Writing/developing technical evaluation plan	i		i									
d. Justification & Approval/Determination & Findings	i		ii									
e. Developing documentation/data requirements			i									
f. Developing material and delivery requirements			i									
g. Developing Work Statement and specifications			i									
h. Period of performance			i									
<b>B. PRE-SOLICITATION PHASE</b>												
1. Understand negotiation/sealed bid source selection procedures	i		ii									
2. Understand Bidders' List and Offerors' List procedures	i		ii									
a. Qualified Bidders List			i									
b. Qualified Products List			i									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
3. Understand Small Business/Small Disadvantaged Business and 8(a) provisions/procedures	i	iii										
4. Understand delivery requirements (i.e., DD 4336/1)		ii										
5. Understand Government policy for Commercial Items, including a. Preference for Commercial Items; b. FAR definitions for Commercial Item, Non-development Item, Government Unique Item, Component.	i	ii										
6. Understand role of Market Research in defining Government requirements and selection of appropriate method(s) for acquisition of supplies and services.	i	ii										
7. Understand impact of commercial practices on acquisition of supplies and services.	i	ii										
8. Understand process of acquisition of Commercial Items, including required elements of solicitation and contract												
9. Understand pricing of Commercial Items.	i	ii										
10. Understand Contract financing for Commercial Items.		ii										
11. Understand provisions/procedures for special considerations (i.e., R&D contracting)		ii										
12. Understand patent/royalty/copyright/proprietary data requirements		i										

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
13. Understand technical data/computer software requirements			i									
14. Understand data requirements (e.g., DD 1423)			ii									
15. Understand requirements for submission of cost or pricing data or cost/price information for evaluation			ii									
16. Understand Equal Employment Opportunity provisions			i									
17. Understand task order and delivery order contracting and when appropriate	i		ii									
a. Understand task/delivery order contracting for contractor Advisory and Assistance services.			i									
b. Multiple Awards for CAAS and non-CAAS			i									
18. Understand source selection plan and evaluation criteria			ii									
19. Prepare and issue Commerce Business Daily synopsis	i		iii									
20. Obtain approvals for special provisions/requirements			ii									
21. Arrange/participate in source selection meetings (e.g., SSAC, SSEB, review board, etc.)			ii									
22. Obtaining necessary Department of Labor determinations and approvals			ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)						Cost	Cost
23. Understand and implement appropriate basis for award: a. Sealed bid: low price b. Negotiated: low price c. Negotiated: best value	i i i		iii iii iii									
24. Draft solicitation documents and obtain necessary approval a. Issue Draft solicitation for industry comment			ii									
25. Understand Procurement Integrity requirements	i		iii									
<b>C. SOLICITATION PHASE</b>												
1. Issue solicitation (IFB/RFP/RFQ)	i		iii									
2. Hold Bidders/Pre-proposal conference			ii									
3. Respond to inquiries			ii									
4. Issue amendments when required	i		ii									
5. Provide assistance to Bid Opening Officer for sealed bid	i		ii									
6. Perform solicitation closing procedures for negotiated procurement			ii									
7. Complete appropriate bid/proposal receipt/safeguarding/handling	i		ii									
8. Handle late bids/offers			ii									
9. Handle protests			ii									
10. Handle unsolicited proposals			ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
<b>D. EVALUATION/AWARD: SEALED BID</b>												
1. Know appropriate bid safeguarding and handling procedures	i		iii									
2. Understand mistake-in-bid, late bid procedures	i		ii									
3. Understand pre-award survey policy/procedures			i									
4. Draft contract and obtain necessary approvals	i		iii									
5. Obtain appropriate funding	i											
6. Understand determination of responsibility, including Small Business Administration Certificate of Competency			ii									
7. Obtain required performance/guarantee bonds			i									
8. Obtain required clearances (e.g., CHINFO, EEO)			ii									
9. Understand contract reporting requirements (DD 350)	i		ii									
10. Debrief unsuccessful bidders			i									
<b>E. EVALUATION/AWARD: NEGOTIATED PROCUREMENTS</b>												
1. Know appropriate offer/proposal safeguarding and handling procedures	i		iii									
2. Understand mistake in, late offer/proposal procedures			iii									
3. Arrange/attend source selection meetings (SSAC, SSEB, review board, etc.)			ii									
4. Understand DCAA/DCMC interface with PCO/ACO	i		ii									

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<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
5. Evaluate cost/pricing data, cost/price information	i		ii									
6. Understand forward pricing rate agreements			ii									
7. Understand contractor past performance in evaluation			ii									
8. Perform price analysis	i		iii									
9. Perform cost analysis of:												
a. material costs			ii									
b. subcontracts			ii									
c. labor hours and labor rates			ii									
d. indirect rates			ii									
e. other cost elements			ii									
10. Perform cost realism analysis			ii									
11. Perform profit analysis			iii									
12. Understand competitive range	i		ii									
13. Prepare pre-negotiation clearance and obtain approvals			ii									
14. Conduct and conclude negotiations with a firm in a non-competitive procurement			ii									
15. Conduct and close negotiations in competitive environment			ii									
16. Understand policy/procedures to re-open negotiations			ii									
17. Prepare post-negotiation business clearance and obtain approvals			ii									
18. Draft contract and obtain necessary approvals			ii									
19. Debrief unsuccessful offerors			ii									

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition	
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)						Cost	Cost	
<b>F. GRANTS/ASSISTANCE</b>  1. Understand difference between contracts and grants a. OFPP policy and guidance b. Applicable OMB circulars c. DDR&E policy/directives 2. Understand roles/responsibilities of scientific officers/program officers and contracting officer/grants officer 3. Understand types of assistance and usage a. Grants b. cooperative agreements 4. Understand pre-award assistance actions including Broad Agency Announcements, cost principles for educational and non-profit organizations 5. Understand post-award administration differences between grants and contracts  <b>G.CONTRACT ADMINISTRATION</b>  1. Ability to prepare and issue: a. Option exercise b. Unilateral modification c. Bilateral modification d. Change order pursuant to Changes clause e. Waiver or deviation			i  i i i  i i i  i										
		i i i	ii ii ii ii ii										

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	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project			Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)					Cost	Cost	
f. Contracting officer correspondence relating to contract g. Definitization modification	i		iii ii									
2. Understand: a. contract price redetermination requirements and procedures b. defective pricing requirements and procedures c. negotiation and settlement of terminations for i. default ii. convenience d. taxes e. requirements and appropriate actions involving a contractor's labor, strikes and labor agreement matters f. pricing formula for spares/provisioned items g. insurance requirements and types of indemnification h. excusable and other delays i. consequential & other damages j. subcontract clauses & review k. contractor/subcontractor reports & performance l. Disputes avoidance and resolution			i i i i i i i i i ii i ii									

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COMPETENCY DESCRIPTION (Skill/knowledge/ability or experience)	Level I		Level II		TRAINING METHODS				SPECIFIC SOURCE	SPENDING PLAN		
	Proficiency Level		Proficiency Level		Course	O-J-T	Rota-tional	Senior Project	(Course title, or Agency & Dept. name or code)	Date	Estimated Travel	Estimated Tuition
<b>SECTION A: COMPETENCIES</b>	RQD	MET	RQD	MET	(CHECK ALL APPLICABLE)							Cost
<b>H. RELATED TASKS</b> 1. Prepare point papers 2. Participate in briefings 3. Handle Congressional & FOIA requests 4. Research issues in FAR, DFARS, and NAPS  <b>I. COMMAND/ACTIVITY SPECIFIC COMPETENCIES</b>			ii ii ii iii									

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## SECTION B: ROTATIONAL ASSIGNMENTS. GUIDANCE FOR CONTRACTING INTERNS

**PURPOSE:** To allow the intern to obtain personal experience which will:

1. Provide on-the-job application of completed training;
2. Provide contracting experience in addition to those of the host activity; and
3. Permit the intern to compare and contrast contracting processes at different locations to broaden the intern's background and increase the intern's comprehension of the contracting process.

**DESCRIPTION:** Each Intern will complete a **minimum of two rotational assignments** as described below:

1. One will be **internal to the host activity's various contracting elements**, e.g., divisions, branches, sections. Typically, it will be necessary for contracting interns to be assigned to all or most of the host activity's contracting elements in order to obtain exposure to the mandatory competencies.

AND

2. One must be **outside the host activity's contracting elements**, such as:
  - (a) to a functional element other than contracting at the same activity, e.g., from Contracting to Acquisition Logistics departments. Assignments to other acquisition functions must demonstrate significant educational potential and not be proposed as a matter of convenience.
  - (b) to another activity within the same command, e.g., from NAVAIRSYSCOM to NADOC Patuxent River;
  - (c) to a different naval command (e.g., NAVFAC Lantdiv to FISC Norfolk);
  - (d) or to an activity outside of DoN (e.g., from SPAWARSYSCOM to BMDO or from MARCORSYSCOM to OFPP).

Outside rotations are an important tool in developing the intern and are necessary for contracting interns to graduate from the AIP. Plans should be based on the educational and experience potential of the assignment and must be approved by ASN(RDA)ABM.

Outside assignments should be within the intern's local commuting area where practicable. However, to the extent feasible and within budgetary constraints, expenses related to outside rotations away from the intern's local commuting area may be funded by the NACMC.

**POLICY ASSIGNMENT:** To the extent practicable, one of the rotational assignments, either within the host activity or an outside rotation, should provide an understanding of the policy formulation function and process.

**RECOMMENDED TIMING:** Rotations within the host activity contracting elements are at the discretion of the host activity provided they are consistent with the intern's Individual Development Plan. Outside rotations should be approximately three months in duration and fall within the last 18 months of the intern program. However, outside rotations of greater or lesser period or earlier in the intern program may be considered based upon the educational and experience potential of the assignment.

**INDIVIDUAL DEVELOPMENT PLAN:** Each intern's Individual Development Plan should identify specific learning objectives for rotational assignments, potential rotational assignments within the host activity's contracting elements, and outside rotations, tentative schedules for rotational assignments, and other specific issues identified by the intern and the host activity.

**INTERN PARTICIPATION:** Interns are to actively participate in identifying and securing outside rotational assignments based on the specific education or experience objective(s) in their Individual Development Plan. ASN(RDA)ABM will attempt to facilitate outside rotational assignments if the intern and host activity efforts fail to identify or secure an appropriate outside rotational assignment. Once an outside rotation is arranged, the intern should take reasonable steps to ensure a smooth transition into the receiving activity. At a minimum, interns should contact their receiving activity managers and introduce themselves before commencing the outside rotation.

**SECTION B: ROTATIONAL ASSIGNMENT  
PLAN**

Name:

Host Activity:

**REQUIREMENT #1. ASSIGNMENT/S INTERNAL TO HOST ACTIVITY'S CONTRACTING COMPONENT.** This form can be reproduced to describe/plan each host activity assignment.

**COMPETENCY SUMMARY: The purpose of this assignment is to attain the following competencies:**

(list the applicable competencies identified in Section A)

- 
- 
- 
- 
- 
- 
- 

**DESCRIPTION:**

**LOCATION:**

**LENGTH OF ASSIGNMENT:**

**PLANNED DATES:**

**SECTION B: ROTATIONAL ASSIGNMENTS  
PLAN**

Name:

Host Activity:

**REQUIREMENT #2. ASSIGNMENT/S OUTSIDE OF THE HOST ACTIVITY'S CONTRACTING COMPONENT.**

**COMPETENCY SUMMARY :** The purpose of this assignment is to attain the following competencies:

(list the applicable competencies identified in Section A)

- 
- 
- 
- 
- 
- 
- 
- 

**DESCRIPTION:**

**LOCATION:**

**LENGTH OF ASSIGNMENT:**

**PLANNED DATES:**

**ASN(RDA)ABM APPROVAL:**

## SECTION C: SENIOR PROJECT. GUIDANCE FOR CONTRACTING INTERNS

During the first two years of the intern program, the intern's training is concentrated on formal training classes and hands-on training assignments in specific areas of contracting. While these experiences may be narrow in scope individually, collectively they will provide the intern with the knowledges, skills and abilities of the core competencies. In the third year of the internship, however, each intern should complete a senior project which will provide the intern a "big picture" perspective of Naval acquisition.

The Senior Project is an opportunity for the intern to:

1. Demonstrate a comprehensive understanding of contracting on a macro-basis;
2. Share experiences which may enhance subsequent interns' training program; and
3. Gain experience in written and oral communication with Executive-level personnel.

The intent of the senior project is to have the intern place a significant educational, training or work experience in a broad framework of the Navy acquisition environment. Moreover, the intern should be able to articulate to senior management what the framework is and how the senior project increases or complements their experience.

There is no set format for the senior project. It may vary in scope and presentation. It can concentrate on contracting or cover more than one career field. The senior project may be a presentation or discussion on a paper completed for a class; a presentation on an acquisition issue researched by the intern; a "lessons learned" from a significant contract negotiation or award completed by the intern; a presentation on a special assignment, or any project which increases the intern's professional development and demonstrates his or her abilities.

Both the intern and host activity must participate in the design and coordination of the senior project. An outline of the senior project shall be submitted to OASN(RDA)ABM for approval not less than 12 months before scheduled graduation from the intern program.

The official designated by ASN(RDA)ABM to evaluate or receive the presentation of a senior project is responsible for advising the NACMC of successful completion of the senior project.

**SECTION C: SENIOR PROJECT PLAN**

Name:

Host Activity:

**OUTLINE FOR SENIOR PROJECT:** The outline shall contain the following information:

**Description and objective.** (Provide a brief description of the proposed project, including location, time frame, anticipated benefit to the activity (if any); and anticipated contribution to the intern's development. If a group effort is proposed, each individual's contribution and responsibility shall be detailed.)

**Contacts:** (Identify organizations/activities it is anticipated the intern will contact during the source of the senior project. Host activities must recognize that much of the senior project may need to be completed during normal working hours and proceed accordingly.)

**Deliverables:** (Identify the deliverables that each intern will be responsible for producing. If the proposed deliverable is a presentation, include the nature of the presentation.)

**Presentations:** (If the deliverable is a presentation, the presentation shall be made to ASN(RDA)ABM or designee. The host activity and the intern are responsible for coordinating times and location for the presentation **prior to the intern's graduation from the intern program .**)

**Milestones:** (Identify major milestone to be met toward completion of the project. To the extent practicable, senior project completion should be scheduled within the last six months of the internship.)

**OASN(RDA)ABM APPROVAL:**

**SECTION D: DAWIA TRAINING REQUIREMENTS** In addition to the following mandatory **DAWIA** courses, host activities should identify assignment-specific training requirements addressed in the current Defense Acquisition University catalog. (Requirements are subject to change; current DOD 5000.52M prevails).

ACQUISITION CAREER FIELD: <b>CONTRACTING</b>			CAREER PATH: (CHECK ONE) ___ POST-AWARD ___ PRE-AWARD ___ CONSTR/FAC			EOD DATE:			
			PROGRAM GRADUATION DATE:						
DAU COURSE TITLE	DAU COURSE NUMBER	CHECK RQMNTS FOR YOUR CAREER PATH	RQD AT AWF LEVEL		RECOMMENDED TIMEFRAME TO BE ASSIGNED	SCHEDULED DATES PER NACMC	DATE APPLIED FOR LEVEL I	DATE APPLIED FOR LEVEL II	NOTES
			I	II					
<b>Complete one of:</b>									
Contracting Fundamentals	CON 101		X		4-6 MONTHS				
OR Facilities Contracting Fundamentals	CON 103		X		4-6 MONTHS				
<b>and one of:</b>									
Contract Pricing	CON 104		X		7-12 MONTHS				
OR Facilities Contract Pricing	CON 106		X		7-12 MONTHS				
Government Contract Law	CON 201	(ALL)		X	10-15 MONTHS				
Intermediate Contract Pricing	CON 231	(ALL)		X	18-24 MONTHS				
<b>And at least one of:</b>									
Intermediate Contracting	CON 211			X	12-18 MONTHS				
OR Intermediate Contract Administration	CON 221			X	12-18 MONTHS				
OR Intermediate Facilities Contract Management	CON 223			X	12-18 MONTHS				
<b>Assignment-Specific DAW Training (if applicable)</b>									
Overhead Management of Defense Contracts	CON 232				12-18 MONTHS				
Cost Accounting Standards Workshop	CON 233				12-18 MONTHS				
Information Technology Contracting	CON 241				12-18 MONTHS				
Systems Acquisition for Contracting Personnel	PMT 341				12-18 MONTHS				

**SECTION E: FORMAL TRAINING REQUIREMENTS:** Training courses of the **type** listed below are beneficial to ensure the success of interns in the contracting career field. Some of the courses listed should be offered to all interns (e.g., DoN PPBS, Program planning) while others (e.g., effective writing, effective briefing techniques) should be based on the abilities and needs of the individual intern. Also, while most interns are familiar with a variety of software programs, it may be more efficient to provide training on the specific programs used at the host activity if the intern is not conversant with those programs. Each intern's individual development plan should identify specific courses and schedule.

DISCIPLINE/COURSE TITLE	REQUIRE DURING		RECOMMENDED VENDOR/LOCATION	DATE PLANNED		FUNDING SOURCE	SPENDING PLAN	
	LEVEL I	LEVEL II		(CHECK IF COMPLETED)	X		ESTIMATED TRAVEL	ESTIMATED TUITION
<p><b>Management courses:(suggested topics) (NACMC will fund one/others funded by Command)</b></p> <ul style="list-style-type: none"> <li>a. Total quality management</li> <li>b. Systems planning</li> <li>c. Planning, programming, &amp; budgeting systems</li> <li>d. Briefing techniques</li> <li>e. Professional writing</li> </ul> <p><b>Technical courses: (suggested topics) (Commands should fund at least one Technical course)</b></p> <ul style="list-style-type: none"> <li>a. Systems acquisition overview</li> <li>b. Small/disadvantaged business contracting</li> <li>c. Service Contracts</li> </ul> <p><b>Personal Computer Literacy: (Funded by command if needed)</b></p> <ul style="list-style-type: none"> <li>a. Word processing software</li> <li>b. Spread sheet software</li> <li>c. Technical tools software</li> <li>d. Graphic software</li> </ul> <p><b>Command-Specific Courses: (Funded by command)</b></p> <ul style="list-style-type: none"> <li>a.</li> </ul>								

**SECTION F: EDUCATION:** In order to enter the GS-1102 series; obtain a contracting officer's warrant above the small purchase threshold; be certified to Level I, II and III in the Acquisition Workforce; or qualify for the Acquisition Professional Corps, individuals must meet specific education criteria. Your baccalaureate degree meets or partially meets the criteria. Document your degree/s below in item I; and further document your status towards meeting the other mandatory and/or desired education requirements in items II, III and IV.

I. Baccalaureate Degree Attained: School: Date of Degree:

- a. Fully meets the education requirement for ACQUISITION WORKFORCE LEVELS I, II and III CERTIFICATION, and
- b. Fully meets the education requirement for CONTRACTING OFFICER'S WARRANT above small purchase threshold.

II. ACQUISITION WORKFORCE LEVEL II CERTIFICATION Desired Education: In addition to Baccalaureate degree, Graduate studies in Business Administration or Procurement.

Title of courses completed: School: Date completed: grade: credit hrs:

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III. ACQUISITION WORKFORCE LEVEL III CERTIFICATION Desired Education: In addition to Baccalaureate degree, Masters degree in Business Administration or Procurement.

Degree Attained: School: Date of Degree:

IV. CRITERIA FOR THE ACQUISITION PROFESSIONAL COMMUNITY Required Education: In addition to, or as part of your Baccalaureate degree:

a. 24 SEMESTER CREDIT HOURS (or academic equivalent) or study from an accredited institution of higher education from among the business related disciplines of accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management:

OR

b. Successful completion of acceptable Equivalency Exam (DANTES or CLEP) from among the business related disciplines listed above.

Title of courses (or Equivalency Exams) completed: Exam or School: Date completed:

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**SECTION F: EDUCATIONAL PLAN:** Show how you plan to meet criteria listed in Item I, II and/or III above.

ITEM #	#CR HRS	ACADEMIC DISCIPLINE	COURSE TITLE	SCHOOL	DATE SCHEDULE D	(CHECK) MET	TUITION ASSISTANCE PLANNED COSTS

## **ELEMENTS OF THE MASTER DEVELOPMENT PLAN FOR AIP INTERNS IN CONTRACTING**

**I. ORIENTATIONS.** Each AIP intern will participate in an intern conference sponsored by the DACM. This conference will be for the purpose of orienting new interns to the different aspects of the Department of Navy and will include interns from all career fields. In addition, attendance at mandated annual training on Security Awareness, Standards of Conduct, and Prevention of Sexual Harassment will be tracked for each intern.

**II. COMPETENCIES.** The MDP identifies **competencies** (sets of skills, knowledges, abilities) that each intern in ~~the~~ career field must achieve before graduation from the Acquisition Intern Program (AIP). The proficiency levels identified are the minimum level of proficiency at which each must be attained at Acquisition Workforce Level I (prior to promotion to **GS-9**) and at Level II (prior to graduation from the AIP).

Additional **competencies** and/or an increase in the required level of proficiency may be added by the command or host activity for **competencies** that will be critical to the individual's ability to perform at the specific target position and/or command. Additional **competencies** (if any) should be identified in Section IA as paragraph i.

The host activity or coremand will identify how the competency will be attained, i.e., by formal classroom training (the class title should then be identified as the training source as well as being listed in section D, E or F of the development **plan**); by hands-on experience (**identify** the particular location by command and/or department name or code); etc. Since the **IDP** will be used as a budget resource for determining funding requirements, the command will identify associated costs and the funding source (**NACMC** or the command in accordance with guidelines provided below in paragraph "VII Funding").

### **III. FORMAL TRAINING COURSES.**

A. DAWIA MANDATED COURSES. Mandatory training established by **DAWIA** through Level II will be identified on the **IDP**. Costs associated with attendance will be funded by the **NACMC** through the DOD. The **NACMC** is responsible to **notify** interns and their command of any change in mandatory requirements, to schedule interns in accordance with the time frames identified on the **MDP**, and to pen and ink necessary changes to approved **IDPs**.

B. MANAGEMENT TRAINING COURSES. The intern and career counselor will select from among the choices of management-related courses shown on the **MDP** (or agree to another or others that are more applicable to the individual). The **NACMC** will fund ONE management training course. Additional management courses shown on the **MDP** or **IDP** will be funded by the command. All courses relating to the use of personal computers and their software will be funded by the command.

C. TECHNICAL TRAINING COURSES. Commands will fund at least one technical training course directly related to the type of career field work performed at that Command. For example, a contracting intern at a **NAVFAC** activity may be required to take a course in Cost Reimbursement Environmental Contracting which will be funded by **NAVFAC**.

**IV. ROTATIONAL ASSIGNMENTS.** Each intern must complete at least two rotational **assignments**. The **MDP** provides guidance and parameters. Rotational assignments must include a

challenging, comprehensive **rotational** schedule that allows both the intern and the Navy to reap the maximum benefits of the Program. The **NACMC** will fund up to two rotational assignments if there are costs associated, and within program funding constraints. If additional assignments are required by the **IDP**, they will be funded by the command.

**V. SENIOR PROJECT.** Each intern will complete and present a Senior Project before graduation from the program. The purpose of the senior project, in addition to being a vehicle through which to meet or demonstrate required competencies, is to provide the intern a “big picture” perspective of the business aspects of Naval acquisition. A detailed description of the concept and the parameters are provided on the **MDP**.

**VI. EDUCATION.** The **MDP** reflects **DAWIA** requirements and/or desired levels of education at Levels I, II, III, and **APC**. All interns should work toward meeting these mandatory and/or desired education requirements. The **MDP** lists these criteria and provides space for the intern to **identify** the courses that have been completed and those that are planned to meet these criteria. The **NACMC** will provide tuition assistance to the extent that finding allows.

**VII. FUNDING.** The Individual Development Plans will reflect projected costs associated with completion of the full three year program.

The **NACMC** will determine each participating command’s proportionate share of funds to support the **MDP** requirements of their sponsored **AIP** interns. The Command Representatives will determine funding priorities for their interns and submit to **NACMC** a command spending plan to execute the **AIP** non-labor budget. **NACMC** funds are available only for training specifically identified in the Master Development Plan.

Target funding levels for training will generally be announced prior to the beginning of each fiscal year for planning purposes and may vary depending upon projected Acquisition Workforce Program funding for the given fiscal year. Variances from the command spending plan must be approved by the Command Representative.

The **NACMC** will coordinate and issue travel funding authorizations, relocation travel orders, and will approve/process **DD1556s** in accordance with the command spending plan within any funding constraints of the **AIP** budget. Details follow:

**A. NACMC FUNDING.** The **NACMC** will fund:

1. Intern Orientation/Training conference;
2. **DAWIA** mandated training/travel expenses;
3. One management course as specified in the **MDP**;
4. Two rotational assignments (TDY travel, excess local mileage or relocation as necessary)
5. College courses to meet mandatory education requirements of the intern’s career field,

and to assist interns in meeting the Level III and Acquisition Professional Community (**APC**) desired and/or mandatory education levels.

6. Other costs associated with the accomplishment of **MDP-identified** training requirements within funding constraints.

**B. COMMAND FUNDING.** The command will fund:

1. At least one technical training course that is directly related to the type of career field work performed at that command.
2. Other courses and training costs that may be on the **IDP** as required by the command or host activity.

COMMAND POINTS OF CONTACT  
ON ACQUISITION INTERN ISSUES  
13 DEC 1995

This listing is comprised of individuals who have been designated as command points of contact on Acquisition Intern issues per **DACM** memo of 16 Oct 95. As changes occur, please forward corrections to the **DACM** office **ATTN:** Ms. Hoffman (703)602-9945, FAX x8725 and to the NACMC, **ATTN:** Ms. McCaw (717)790-2887 FAX x1980.

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